



DOMINICAN

Home Health Agency, Inc.

Clinical Supervisor Job Description

Definition:

DHHA seeks a Registered Nurse to provide nursing leadership to support the In-Home Care nursing program staff, manage the nursing staff, guide quality management strategies, and ensure home health care is compliant with regulations and best practices.

Level of Responsibility:

- Works under supervision of the Administrator.
- Supervision of assigned personnel including nurses, home health aides, social workers, patient health advocates, personal care providers, and student nurses.
- Works with staff and volunteers both in administrative and clinical roles

Duties and Responsibilities

1. Provide consistently high quality patient care in accordance with the plan of care and agency policies.
2. Serves as coordinator of patient's care including referral to other services as appropriate and adherence to the plan of care.
3. Assigns, supervises and demonstrates appropriate procedures as necessary to nurse aides as required by policy and state regulations.
4. Maintains adequate and timely records and reports of evaluation data, interventions, and patient's response to interventions.
5. Responsible for planning and organizing ongoing homecare operations and documents to ensure provision of adequate and compliant care and services.
6. Assist Clinical team in developing methods to effectively show outcomes for homecare patients related to improved status, preventable hospitalizations, improved medication adherence, fall prevention, and chronic disease management.
7. Support agency leadership with interviewing, hiring, and onboarding caregiver staff.
8. Supervise and orient new nursing and nurse aide personnel to the agency.
9. Participation in quality/performance improvement measures.
10. Supports leadership in planning and executing educational in-service programs to enhance nursing skills.
11. Attends and participates in staff, education, and agency committee meetings as appropriate.
12. Review and Approve timesheets and payroll reports for clinical team.
13. Supports Home Care Coordinator and Office staff with scheduling and assigning patient caseloads.
14. Performs other related functions as assigned by Administrator.

Clinical Supervisor Job Description (continued)

Minimum Qualifications:

1. Education:
 - a) Bachelor's Degree in nursing required
 - b) Recent, pertinent continuing education preferred
2. Experience:
 - a) A minimum of two years of nursing experience required.
 - b) Nursing Management experience preferred.
 - c) Community health and home health experience preferred.

Knowledge, Skills, and Abilities:

1. Thorough knowledge and skill in current nursing practice.
2. Knowledge of the concept of team nursing.
3. Knowledge of the development of plans for patient care and the ability to participate in them.
4. Strong knowledge of computer programs.
5. Understanding of policies, procedures, and processes in home health care.
6. Ability to accept and utilize supervision.
7. Ability to supervise and collaborate with a team.
8. Strong oral and written communication skills.
9. Ability to travel around the Denver metro area.

Special Requirements:

1. Current Registered Nurse License in State of Colorado
2. Valid, current state driver's license.
3. Access to a reliable automobile with automobile insurance.
4. Maintain cell phone service.
5. Current Healthcare Provider BLS.

Exposure/Risk Category: OSHA:

Tasks involve occupational exposure to blood, body fluids or tissue. Tasks will require lifting equipment and supplies up to 50 pounds.

Employee's Signature

Date

Employee's Name

Supervisor's Signature

Date

Supervisor's Name